

## INVOICE FOR GRANT PAYMENTS

### Two-Year Funding Programs

#### PART A - GRANT INFORMATION

DATE: \_\_\_\_\_

INVOICE NUMBER: \_\_\_\_\_  
(Grant Number) Format: XXX-XX-XXXXX or XX-XX-XXXXX

GRANTEE NAME/MAILING ADDRESS:

\_\_\_\_\_  
Grantee Name

GRANT PERIOD: \_\_\_\_\_ to \_\_\_\_\_  
Format: MM/DD/YY to MM/DD/YY

\_\_\_\_\_  
Mailing Address 1

TYPE OF REQUEST:

\_\_\_\_\_  
Mailing Address 2 (Optional)

☐ 50% ADVANCE PAYMENT

☐ 40% SECOND PAYMENT

☐ 10% FINAL PAYMENT

\_\_\_\_\_  
City, State

\_\_\_\_\_  
Zip Code

#### PART B – 50% ADVANCE PAYMENT

GRANT AWARD \$ \_\_\_\_\_ x 50% = ADVANCE PAYMENT REQUEST \$ \_\_\_\_\_

#### PART C – 40% SECOND PAYMENT

To qualify for release of the 40% second payment, the Grantee must have done the following:

☐ Completed and submitted the Interim Report online

GRANT AWARD x 40% = SECOND PAYMENT AMOUNT REQUEST \$ \_\_\_\_\_

#### PART D – 10% FINAL PAYMENT

To qualify for release of the 10% final payment, the Grantee must have done **ALL of the following**:

☐ Completed the Scope of Work as indicated in the Grant Standard Agreement

☐ Completed and submitted the Final Report (including the NEA Grants Activity Survey) online

GRANT AWARD x 10% = FINAL PAYMENT AMOUNT REQUEST \$ \_\_\_\_\_

#### CERTIFICATION

"I hereby certify under penalty of perjury that this report is in accordance with the grant approved by and the standards of the California Arts Council, and that payment has not been previously received for the amount claimed herein."

\_\_\_\_\_  
AUTHORIZED OFFICER'S PRINTED NAME / TITLE

\_\_\_\_\_  
PREPARER'S PRINTED NAME

\_\_\_\_\_  
AUTHORIZED OFFICER'S SIGNATURE  
(Only use blue ink)

\_\_\_\_\_  
Contact's Phone Number

\_\_\_\_\_  
Contact's Email Address

#### FOR CAC ACCOUNTING USE ONLY

FY \_\_\_\_\_ FUND \_\_\_\_\_ APPROP REF \_\_\_\_\_ VOUCHER \_\_\_\_\_

FY \_\_\_\_\_ FUND \_\_\_\_\_ APPROP REF \_\_\_\_\_ VOUCHER \_\_\_\_\_

PROGRAM STAFF (Signature) \_\_\_\_\_ APPROVAL DATE \_\_\_\_\_

ACCOUNTING STAFF (Signature) \_\_\_\_\_ PROCESS DATE \_\_\_\_\_